

SOCIAL WELFARE (EDU.II) DEPARTMENT

G.O.Ms.No.46

Dated 14.07.2023
Read the following:

1. Instructions of the Special Chief Secretary to Hon'ble CM, GOAP during the review meeting held with all the Secretaries of Welfare Departments on 06.02.2023.
2. Minutes of the meeting of the Principal Secretary to Govt., SC Welfare on 07.02.2023 with all HODs of Welfare Departments and Civil Supplies Corporation.
3. Instructions of the Special Chief Secretary to Hon'ble CM, GOAP during the review meeting held on 15.03.2023.

No.789

AMARAVATI, MONDAY, JULY 17, 2023

G.509

4. From the DSW, A.P. To all the file No: SOW02-15022 /41 /2023-C SEC-COSW bearing C.No. 2035285.

NOTIFICATIONS BY GOVERNMENT

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The Government of Andhra Pradesh is maintaining 3783 number of Welfare Hostels and Residential Institutions under different Welfare Departments in the state. The aim of the Welfare institutions is to provide educational security to the SC, ST, BC, EBC and minorities children and give them access to quality education on par with others. Government have also defined various welfare measures to be provided to the children in these institutions like Diet, Cosmetic Charges, amenities, facilities, tutors and teachers for their well - being and development.

2. Over the years, the administration of welfare institutions has evolved with the help of technology to provide easier solutions for the day- to -day maintenance of hostels and residential institutions like Biometric Aadhar Based Attendance, Online maintenance of provisions and issue registers, health monitoring etc.

3. In order to bring all the procedures and processes which are currently under implementation in the welfare hostels and residential institutions, Government has desired to bring out Comprehensive Standard Operating Procedures (SOPs) for the maintenance and administration of welfare institutions.

4. In accordance to the instructions with reference to 1st cited, Committees were constituted vide reference 2nd cited to prepare the Standard Operational Procedure (SOP) in coordination with all the Secretaries and HODs of Welfare Departments, to strengthen the existing mechanism in all Welfare Hostels, Residential Schools and Other institutions on the following:

1. General guidelines
2. Hostel Supervision at various levels
3. Safety and Security of students in Hostels
4. Food safety, Water safety and Personal Health Hygiene
5. Untoward incident reporting and crisis management

(P.T.O.)

6. Government after careful examination of the matter and taking in to consideration of the recommendations of the Committee, hereby issue the Standard Operational Procedures for Streamlining the administration and monitoring mechanism in Hostels and Residential Schools of School Education /SW/TW /BCW / MW/DAW/JW. The Standard Operating Procedure (SOP) is appended to this G.O.

7. All the Heads of the Department of Social Welfare, B.C. Welfare, Tribal Welfare, Minority Welfare, Differently Abled Welfare, Juvenile Welfare and School Education Department and Secretaries of Residential Educational Institutional Societies of School Education/SW/TW/BCW/MW/DAW/JW/ are requested to take necessary action accordingly.

8. The CEO, APCFSS is requested to take necessary modifications / updates accordingly in JNB Nivas Portal.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

Dr. K.S. JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

To

The Special Chief Secretary/Principal Secretary/ Secretary to Government,
Tribal Welfare, B.C. Welfare, Minority Welfare, WCDA&SC, School Education.

The Director of Social Welfare, A.P., Amaravati.

The Director of Backward Classes Welfare, A.P., Amaravati.

The Director of Tribal Welfare, A.P., Amaravati.

The Commissioner of School Education, A.P, Amaravati.

The Commissioner, Minority Welfare, AP, Amaravathi

The Secretary, A.P.S.W.R.E.I.S., Amaravati.

The Secretary, MJP AP BCW REIS, Amaravati.

The Secretary, APTWREIS/Gurukulam, Amaravati.

The Secretary, APREIS, AP Model Schools and KGBVs, Amaravathi

The Director of Differently abled, Transgenders & Senior Citizens Welfare,
Amaravati.

The VC & MD, APSMFC, Ltd., Amaravati.

The Principal Accountant General (Audit-I), A.P., Vijayawada.

The Director of Treasuries & Accounts, A.P., Mangalagiri, Guntur.

The Pay and Accounts Officer, AP, Mangalagiri, Guntur.

The Commissioner, Information & Public Relations Department, Vijayawada.

The Commissioner of Civil Supplies, A.P., Amaravati.

The CEO, APCFSS, Ibrahimpatnam.

Copy to:

All the District Collectors in the State.

All the District Unit Officers of Social Welfare, Tribal Welfare, B.C.Welfare, Minority Welfare, Differently Abled Welfare, Juvenile Welfare and School Education Departments through HODs.

All the Principals of Residential Schools (through Secretary

APSWREIS/ Mahatma Jyothi Rao Phule Residential Schools/ APTW Gurukulams/ AP Residential Schools of Education Department.

All District Treasury Officers.

The Finance (Expr. SW) Department.

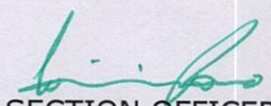
OSD to Chief Secretary to Govt., A.P. Secretariat.

P.S. to Secretary to C.M.

P.S. to M (SWE &TWE) /M(BCW) /M(MW)/ M (WCD & DW).

SF/Spare

//FORWARDED::BY ORDER//


SECTION OFFICER

(P.T.O.)

CHAPTER-1

1. INTRODUCTION

1.1. Guidelines on Head Quarters and residence of staff

In order to streamline the functioning of the welfare hostels/ residential institutions and strengthen the existing monitoring mechanism, the following guidelines are issued.

- a. Head of the Institution (HOI) and all the employees shall reside in the staff quarters allotted in the Institutions, if the Staff quarters are not available or in dilapidated condition, they shall invariably reside in the Head Quarters (in the vicinity of Institutions/Hostels). The residence address & contact details of all the employees shall be recorded. If the staff quarters are in dilapidated condition, the same has to be certified by the engineering department concerned.
- b. The HOI and the staff must be available to the institution for 24*7, with in the Vicinity and all the addresses and alternative contact numbers must be available in the Register/Notice board to contact in case of emergency. The HOI will ensure from the all occupied staff quarters stipulated HRA been recovering through HRMS
- c. The Head of the Institution (HOI) shall prepare and enforce monthly Holiday duty chart for the staff and shall ensure its strict implementation.
- d. All the employees irrespective of their cadre shall follow the instructions/Job charts given through circulars and GOs from time to time. If any of the staff is found to be deviating from performing the duties that are mentioned in their Job chart at any given point of time, they shall be held responsible and stringent action will be initiated.
- e. The supervisory officers shall submit their visit/inspection reports to the higher authority as per the escalation matrix immediately with regard to staff who are deviating from their duty and disrupting the normal functions of the institution.
- f. Prior alternative arrangements should be made by the HOI in case of staff on leave duly recording in the Memo / Substitution work register. Prior approval/Consent/Approved leave letter from the Reporting/higher authority must be on record if HOI is on leave. Hand over /Take over from in-charge must on record/record in the Register.

1.2. Visits by District Officers

- a. In order to ensure regular and close monitoring of the welfare institutions the District Collector/Joint Collector along with district level/divisional level/ mandal level officers shall visit and do night stay on fortnightly rotation basis. These mentoring officers shall be responsible for systemic improvement of the institutions and academic excellence of the students.

representatives, Professionals, entrepreneurs etc..Invitations included alumni of the institutions who are in respectable Jobs/Roles in the society.

- b. This should be recorded on the visitor's register which should contain the details of the guest, and the gist of the thought for the day. The list of eminent personalities has to be finalized in concurrence with the Joint Collector.

1.4. Grading of Institutions

The welfare hostels and residential institutions will be graded with the following parameters on a quarterly and annual basis.

- i. Enrolment and retention of boarders
- ii. Hygienic and Qualitative implementation of menu
- iii. Distribution of amenities and providing facilities, proper utilization throughout the year
- iv. Kitchen garden and cultivation of greenery
- v. Maintenance of Toilets & Bathrooms
- vi. Provision of safe drinking water
- vii. Prevention of adverse untoward incidents
- viii. Conduct of Mess committee & Parents meetings (**Annexure-I**)
- ix. Participation of inmates in Sports/Games/Science fair/Cultural/Art/Painting Competition in District/State/National Level
- x. Creation of NCC/NSS/NGC/Scouts and Guides and training of students
- xi. Infrastructure upgrading through CSR and Voluntary support
- xii. Pass percentage in public examinations and marks obtained

1.5. Designation of Monthly Health screening day

- a. Every Second Saturday in the month is designated as general health check-up day by the PHC staff by duly utilizing Family Health Doctor concept.
- b. Head to Toe screening by the school Health Supervisor/ANM/House Master/Science teacher/PET/PD once in a Week covering all the students.
- c. Quarterly thorough Medical check-up of every student by the Medical Officer in the months of June, October & January with special emphasis on Eye, Ear ailments and Dental diseases.
- d. To monitor and improve graphically the Anaemia in the students as per the SDG standards maintained by the Health & Family Welfare Department.
- e. Recording all the above visits/Screening in a register and available for verification by Health /Visiting officials

1.6. Instructions on Untoward incidents management

- a. In case of any untoward incident, it should be reported immediately to the higher officials with the data such as "type of untoward incident, Number of students effected, reason for the incident, period of time to report" should be submitted through alternatives channels like mail/Mobile/What's app apart from SOS facility.
- b. An app with SOS facility will be developed in order to alert the higher officials.

The overall objective of the supervisory mechanism is to monitor the effective implementation of the prescribed activities by various functionaries in the Hostel/ residential institutions.

To identify the gaps, and take necessary rectification measures at the institutional /Government level for the overall improvement of the academic environment, congenial atmosphere and personality development and wellbeing of the students.

In order to take care of the welfare of the students residing in hostels and residential educational institutions, Government has appointed various functionaries with prescribed Job charts.

The following supervisory guidelines are issued to highlight the function /role/ responsibility and accountability of the Supervisory Staff working in welfare and other departments.

With the advent of the Village/Ward Secretariat system, the following three levels of supervisory mechanism is proposed in place of existing two-levels of supervision. (Supervision formats in **Annexure II(a),(b) & (c)**)

The District Collector and Joint Collector shall regularly review the grievances/issues redressal status and take necessary follow-up action on the performance of the supervisory mechanism.

Levels of Supervision	Supervisory/Monitoring Officers
Level – 1	Gram / Ward Sachivalayam functionaries
Level –2	Asst. Welfare Officer (AWO)/ Convenor Principals
Level – 3	District officer of the concerned welfare department

2.1. Roles and responsibilities of Level -1 Monitoring officers

The Grama/Ward Sachivalayam functionaries will act as level-1 monitoring mechanism in ensuring the welfare of the students. Below are the roles & responsibilities of the functionary.

S.No.	Sachivalayam Functionary	Monitoring Parameters & Periodicity in hostels & residential institutions
1	Welfare & Education Assistant (WEA) / Welfare & Data Processing Secretary (WDPS)	Enrolment Dropouts & Mainstreaming Attendance Implementation of Menu Student Entitlements Parent Teacher Association (PTA) Meeting Menu implementation
2	Engineering Assistant / Ward Amenities Secretary	Hostel Infrastructure Electrical safety RO Plant maintenance Sewerage management Drinking water quality

	Midwifery (ANM)	Boarder's Health Health checkup HB Monitoring Prevention & Awareness (vector-borne diseases, Seasonal diseases, Health education etc.) Sick Boarder management Sick room management School medical kit Health cards
5	Medical Officer	Thorough Medical Checkup Anaemia monitoring

- The Level-1 Supervisory officers should coordinate with the institution staff such as Principals, HWOs, Deputy Wardens, Caretakers, Health Supervisors & House Parents for better understanding of the issues.
- Any lapses identified shall be informed/escalated immediately to the Head of the Institution (HOI)&Level-2 Supervisory officer.

2.2. Roles and responsibilities of Level-2 supervisory officers

In Welfare institutions, the Assistant Welfare Officer/Concern Convener Principals of the concerned department will act as a level-2 Supervisory Officer in ensuring the welfare of the boarders in hostels/residential schools. Below are some of the roles & responsibilities apart from the departmental guidelines.

- Inspect all the Welfare Hostels/ residential institutions at least once a month without fail. Checking of facilities in dormitory/hostel like running water, toilet system, hygienic condition of rooms and premises especially kitchen and dining area. Proper waste management /Disposal of food other waste material, Debris with the help of Sanitation staff/Local Panchayat/Municipality authorities
- To verify student physical attendance with biometric attendance, staff attendance with Biometric/Facial Attendance and record the anomaly in the reporting. Verify whether study hour attending by the Teachers properly as per schedule
- To ensure the supply of quality provisions and essential commodities to hostel/ Residential institution points as per the agreement/DPC approved documents/Procurement Process. Whether prescribed quantity of provisions being used on daily basis in preparation of Diet.
- Inspection of water quality reports, quality and taste of food served to boarders and to record the feedback in mess committee register. Cross check whether the daily mess committee is recording the feedback on food quality, commodities in the same register.
- Quality check through random sampling of various amenities given to boarders in their Jurisdiction, and to check whether these amenities are used by the inmates through the year special reference to the quality of the supplied amenities

- maintain it through progress cards and to verify their content knowledge with recent examination answer scripts/Marks register/by posing questions to the inmates
- h. To verify the movement register and roll call registers of the boarders
 - i. To monitor the maintenance of registers of various committees up to date.
 - j. To monitor Parent Teacher Meetings on every Second Sunday of the month to discuss the performance of each student with their parents by the house parent and class teachers. Minutes of the meeting with signatures of the attended parents shall be verified.
 - k. Report/escalate any lapses identified immediately to the Level-3 Supervisory officer.

2.3. Roles and responsibilities of Level-3 supervisory officers

The District Officer of the concerned department will act as a level-3 Supervisory Officer in ensuring the welfare of the students. Below are the roles & responsibilities apart from the departmental guidelines.

- a. Tour at least 15 days in a month and inspect welfare institutions in their Jurisdiction.
- b. Supervise and test check the timely distribution of entitlements to the boarders.
- c. To take follow-up action on the visit/inspection reports of the Level-1 & Level-2 supervisory officers until redressal of the grievances.
- d. To monitor various aspects of the maintenance of welfare institutions like Academics, Infrastructure, Amenities, Health and Nutrition, Supply chain management, JVK Kit Distribution, Drinking Water and Sanitation, Records maintenance etc..

Necessary inspection parameters should be digitalized through JNB in the form of app and shall be forwarded as per the escalation matrix and to the HOI for immediate redressal of the issues as per the SLA (Annexure-4)

Children Security and Safety in Residential schools has been defined as creating safe environment for children, starting from their homes to their schools and back. This includes safety from any kind of abuse, violence, psycho-social issue, disaster: natural and manmade, fire etc.,

As teachers and children spend a substantial part of their day in school, it is essential to keep the school environment including building, premises, entrance and surroundings that comprise broader term 'Infrastructure' safe and secure. A safe learning environment is important for children of all ages. Without that they are unable to focus on learning the skills needed for a successful education and future. This SOP on Children Safety and Security in Schools will help in empowering the students and teachers to learn about safety measures.

Objective

- a. To provide relevant information on the Safety and Security of Children in Residential Schools.
- b. To facilitate awareness generation and building capacities of relevant stakeholders i.e. school management, teachers, staff and other personnel and students on safety and security of children in Residential school.
- c. To highlight the roles and responsibilities of teachers and other school staff of the school ensuring safety.

Following are the key aspects in ensuring safety and security of children in residential schools:

3.1 Safety Measures at various places in the institutions School / Hostel building:

- a. Building needs to be certified as safe for housing the students by the local authorities.
- b. The elementary schools should be housed on the ground floor and the maximum number of floors in school buildings shall be restricted to three including the ground floor.
- c. The school building shall be free from inflammable and toxic materials, in case of necessity, should be stored away from the school building.
- d. The orientation of the buildings shall be in such a manner that proper air circulation and lighting is available with open space round the building as far as possible.
- e. Kitchen and other activities involving use of fire shall be carried out in a secure and safe location away from the main school building.
- f. All schools shall have water storage tanks, duly covered and protected.
- g. CCTV in schools needs to be monitored and maintained regularly.
- h. Repairs for Pipelines, Fans, Windows, Doors must be conducted on regular intervals, and expenditure met from the funds of Nadu Nedu, TMF, SMF, CSR funds to avoid further complications.

classroom. In case of loosely placed black board in the classroom, there is a possibility of accidents, both minor and major, to the children while moving around in the classroom.

Kitchen

- a. The Kitchen cum Store should be in a clean and open place and free from filthy surroundings and should maintain overall hygienic environment.
- b. The premises should be clean, adequately lighted and ventilated and have sufficient free space for movement.
- c. The premises should be kept free from all insects. No spraying should be one during the cooking but instead flyswats/ flaps should be used to kill flies getting into the premises. Windows, doors and other openings should be fitted with net or screen, as appropriate to make the premise insect free. The water used in the cooking shall be potable.
- d. Continuous supply of potable water should be ensured in the premises. In case of intermittent water supply, adequate storage arrangement for water used in food or washing should be made.
- e. All utensils should be kept clean, washed, dried and stored at the Kitchen cum store to ensure freedom from growth of mold /fungi and infestation.
- f. There should be efficient drainage system and there should be adequate provisions for disposal of refuse.
- g. Potential sources of contamination like rubbish, wastewater, toilet facilities, open drains and stray animals should be kept away from kitchen.
- h. As far as possible, the layout of kitchen should be such that food preparation/processes are not amenable to cross-contamination from washing vegetables/cereals/Pulses/ etc). Floors, ceilings and walls must be maintained in a sound condition to minimize the accumulation of dirt, condensation and growth of undesirable Molds.
- i. A display board mentioning do's & don'ts for the CCHs should be put up inside at prominent place in the premise in-local language for everyone's understanding.
- j. If kerosene / gas is used for cooking, the CCHs should be specifically trained in safe handling of stoves, gas cylinders, etc. Raised platform for cooking, adequate light, proper ventilation and arrangement for drainage and waste disposal. The dustbin should have a lid and should be always covered.
- k. No student is allowed in kitchen area during cooking of food.

Toilets

- a. Separate toilets for children, staff, support staff
- b. Toilets must be kept open for the use by children
- c. Separate toilets, as per the norms, must be available /accessible for children with disabilities.
- d. All the toilets preferably need to have running water facility.
- e. All the toilets must have doors for ensuring safety and privacy of children.
- f. Toilets must be cleaned on daily basis.

Drinking Water

- a. Safe and adequate drinking water should be made available to the children with in the residential school premises.
- b. Safety/quality of water must be checked on regular basis by the concerned authority.
- c. Complaint must be lodged with RO technician in IMMS app and follow up should made till the completion of repairs to Nadu Nedu/Other RO water Plants

Electrical System and Safety

- a. All the electrical systems in school must be checked periodically.
- b. The electric wiring and points are to be kept in order. In case of any uncovered live wires find the wiring must be changed and electricity disconnected till such defects are set-right.
- c. Immediate necessary measures should be taken to repair the loose wiring/connections.
- d. In few cases trees are placed just below the electric line whenever the branches grow it touches to the LT line and sparks dangerously .It should be checked regularly and branches should be dressed off in such a way that it will not touch to the electric wire anytime.
- e. Students should be warned not to touch electric poles.
- f. Display of danger boards near mains and electrical junctions

Fire Safety Management

- a. Every school must have a fire safety certificate, which shall be validated periodically by concerned authority
- b. School must have fire-fighting systems in place to meet any emergency, including the alarm system or smoke detection system.
- c. With the help of fire -fighting agencies mock-drill and training must be carried out in each school on periodical basis.
- d. Staff must be trained for initial fire hazard management.

Boundary Wall and Gates

- a. Boundary wall should be of sufficient height so that no one can scale it down and should be got fixed with concertina wire.
- b. Boundary wall should have 3-4 gates preferably on the walls of different sides so as to ensure free, convenient and prompt exit in emergency.
- c. However, entry of outsiders should be allowed only through single gate properly manned by the watchman.
- d. The main gate should remain locked after entry of students and staff. Entry of the parents and visitors should be permitted only through small doors after verifying their identity through window during well notified schedule intervals, as such vehicles of visitors should not be allowed inside the campus.
- e. A visitor's register must be maintained at Security gate and details must be entered for each visitor mentioning the visitor's name, mobile number, purpose of the visit by duly verifying their identity.

- h. First aid kit should be made available
- i. Environmental hygiene shall be maintained properly
- j. Window frames and glasses should be checked periodically.

Residential School Premises and Surroundings

- a. The school should maintain a distance from railway tracks to provide a safe environment. If school is located near any rail track, impact of such locations on the school structure should be examined by the local authorities for the safety of the students before issuance of structural safety certificate.
- b. First aid and other medical systems in place to safe guard school students
- c. Each member of school including students must be made aware on periodical basis about the procedures to be adopted in case of any emergency.
- d. No liquor/opium/bhang shop should be allowed to operate in proximity of school. PD,PET, Health Assistant, House Masters, Care Taker ,Warden, HOI will ensure the above instructions.

Barrier Free Access for Children with Disabilities

- a. Ramps must be constructed to provide access to the following places.
 - i. Entry to the school
 - ii. Classrooms
 - iii. Toilets
 - iv. Playground
 - v. Library
 - vi. Canteen
 - vii. Auditorium/hall
 - viii. Floor to floor
- b. Railings need to be provided on the both sides of ramp.
- c. The school needs to make provision for children (children with visual impairment and low-vision) to move around in the school safely and independently.
- d. The school should make provision to provide a school map-in Braille indicating all the facilities including classrooms, common rooms, library, toilets etc that may be suitably placed at the main gate of the school or at any other suitable place. In addition, all the classrooms should have the signage in Braille for children with visual impairment.
- e. An emergency and evacuation plan of the school should also be in Braille.
- f. It is important to:
 - I. List of all children with disabilities in school must be prepared
 - II. Training must be provided to teachers and other staffs to understand their limitations and procedures to help them in the event of any emergency.
 - III. There should be a designated official in the school who is entrusted with the exclusive responsibility of their needs in case of any emergency.

- with protective wall and iron grills covering the well and the movement of the students should be restricted towards it.
- b. Children should not be allowed to go towards the nearby river, canals, ponds and railway tracks and to take bath using water from the overhead tanks by climbing on the terrace. Fencing should be provided to the steps of overhead tank to avoid children climbing overhead tank.
 - c. Movements of children are to be strictly watched through formation of groups by school authorities and to record a movement register must be maintained.
 - d. Children should not be permitted to go outside the Residential School premises alone.
 - e. The presence of the students in the school campus at all times should be strictly enforced. Strict discipline and to check the unauthorized absence of the students from the school is to be given paramount importance.
 - f. The root cause for such behaviour of the child must be ascertained, parents should be informed accordingly and corrective steps should be taken.
 - g. For certain ritual and functions which are observed in the school necessary precautions and arrangements to be made in advance. Children should not be permitted to go on rallies for immersion of idols in tanks, ponds and wells etc.
 - h. No procession should be allowed to move from school out of the campus in the eve of any religious celebrations.

Safety from Constructional Hazards

- a. The constructions must be planned during the lean time of students' presence in the school.
- b. Barricades and signboards must be installed in the construction area prohibiting the movement of students.
- c. Water storage sources for such constructions must be covered to prevent small children from any possible mishap.

Safety during Celebration of Festivals

- a. Adequate precautions should be taken with regard to the movement of children inside the campus during celebration of festival days in schools.
- b. Teacher should be put on duty to organize the activities as per scheduled plan.
- c. Special care should be taken to see that children do not move, around the hazardous and dangerous points.
- d. No procession should be allowed to move from out of the school campus on the eve of such celebrations.
- e. All staff members are required to be properly briefed before commencement of any programme regarding safety of children.

- i. Every School shall have a mandatory **fire safety** inspection by the Fire and Rescue Services Department followed by issuance of a '**no objection certificate**' to the school as a mandatory requirement for granting permission for establishing or continuation of a Residential School.
- ii. Periodical inspection must be carried on quarterly basis (especially during raining seasons) to check cracks in the school structures and immediate action should be taken to repair them.

Cyber security:

- a. Must use fire wall appliance to restrict children from wandering away to unsafe internet usage and to monitor their activities
- b. User authentication: To keep a tab on who is accessing what on the internet.
- c. Enable safe search on all search engines so that students can't search inappropriate images.
- d. Conduct separate session for parents and students on various cyber breaches they could come across and the measures they should take

Others:

- i. Shall have fire safety certificate from the component authority
- ii. Building should have ear-thing facility
- iii. Ramp and wheel chair access should be there for special need children
- iv. Open electrical line/ wires shall be covered with plastic pipes
- v. Nearby police station, social counsellor and other important helpline numbers shall be displayed
- vi. Student must be oriented/ sensitized about safety and security measures during mock drill
- vii. Teachers must be prepared to tackle the problem
- viii. Good and Bad touch concept to be included in curriculum
- ix. Child friendly teacher (preferably female teacher) may be nominated in every residential school to listen to the issues of children and to guide them properly
- x. Self-defence training to be provided to the girls by a trained PET or teacher in residential schools.
- xi. Children who are in depression or suffering from psychological issues need to be identified early and refer to Health clinics.

3.2 Roles and Responsibilities of staff

- i. Child friendly environment
- ii. Training to staff how to behave with children
- iii. Psycho-social counselling service to the children
- iv. Restriction to the visitors & a register shall be maintained strictly
- v. Provide Land phone facility to the children
- vi. Food testing before serving to the children – a register shall be maintained
- vii. Display of duty roster of the staff in the Hostel
- viii. Proper electrical wiring, fencing boundary around the wells, safety grill etc.
- ix. Ensure running water in the toilet
- x. Sensitization of children on "Good touch & Bad touch"

- xv. Ensure to relocate the shops selling pan & tobacco products around the school/Hostel
- xvi. Map the School/Hostel with nearest Police Station/Patrolling team, Social Counsellor and Medical facility.
- xvii. Continuous monitoring of students with the Help of Care takers/ Health Asst/PD/PET/Wardens/Teachers, House masters, Security staff and Staff residing in Campus.

(Refer ANNEXURE III (a) to III(f))

It is the responsibility of Welfare Institutions to ensure the well-being of students by taking all necessary end-to-end safety measures. This SOP meticulously ensures the aspect of Food Safety, Water Safety and Personal Health Hygiene of students. The details are as follows:

4.1 Food Safety Objective

- a. To ensure end to end food safety in order to prevent diseases due to food infection
- b. To ensure overall well-being of students
- c. Utmost care shall be taken by HWOs to procure and utilize the fresh vegetables and all essential commodities.

4.1.1 Food Safety measures during preparation

- a. A CCTV camera should be installed in the Kitchen area, Store room, Wash area and Dining area to monitor the food preparation and food safety cleanliness.
- b. The cereals, rice and pulses should be manually cleaned before cooking to remove any extraneous matter.
- c. Leafy vegetables when added to any preparation should be thoroughly washed before cutting and should not be subjected to washing after cutting.
- d. A clean chopping board should be used for chopping vegetables.
- e. Cook cum Helpers (CCHs) should wear Gloves and cap while food preparation.
- f. Outside Cooked food not to be allowed from any donors/Marriage functions/other functions. If so arrange food/Prepare food from institute kitchen afresh, with proper monitoring of institute staff.
- g. Food must always be supplied to inmates/Students/Children in a fresh state and no food that has gone bad/expired will be served.

4.1.2 Food Safety Measures during Cooking

- a. Cooking must be done with the lid on to avoid loss of nutrients and contamination.
- b. The containers should be checked for its cleanliness.
- c. Temperature of the food when served should be maintained at 65°C. Microorganisms multiply at a fast pace when the food is kept at temperature between 5°C and 60°C which represents the danger zone due to thermophilic and thermotolerant nature. Therefore, food should be served to children immediately after being cooked.
- d. Vegetarian and non-vegetarian items should be segregated. Fridge wherever available should be cleaned at least once a week to remove stains, ice particles and food particles. The temperature in the fridge should be in the range of 4°C - 6°C
- e. Requisite number of Cook cum Helpers (CCHs) should be deputed at institute level for the distribution of food from a centralized

to draw on the support of the community. Gram Panchayats and Hostel/ Residential School Development Committee may be approached for involving community members in regular inspections, on a rotation basis, to help the school management in ensuring efficient quality cooking, serving and cleaning operations. Support of the community members, including mothers' groups, should also be solicited to ensure that children wash their hands with soap before eating, use clean plates and glasses, avoid littering and wastage of food, and rinse their hands and mouth after eating.

- g. Gas stoves, Burners must be cleaned properly and servicing shall be done for Gas stoves to reduce the Gas consumptions.
- h. Gas Cylinders should keep outside the kitchen to avoid accidents in the kitchen.
- i. Students should not enter in to the Food preparation area, Gas Stove areas, Places where Hot Food kept for serving to avoid possible injuries. Students should not engage for any cooking work what so ever in nature

4.1.3 Tasting of the meals

- a. The tasting of the food by a HWOs/Caretaker just before serving is mandatory. **The HWO /Caretaker** is to maintain a record of tasting in a register. Hostel/ Residential School Development Committee members should also taste the food on a rotation basis along with the HWOs/ caretakers before it is distributed to the children.
- b. HWOs/caretakers are responsible for serving fresh and healthy food to students.
- c. House master shall dine at least one meal per day with the students
- d. During the second Sunday of every month parents committee meeting will be conducted in residential institutions. During that time five parents who have attended that meeting shall be invited for dining and their feedback shall be recorded through JNB Nivas along with photographs.
- e. One Mess committee member should dine at least one meal per day with the students in order to check quality, quantity, taste of the food and the feedback should record in mess committee Register/JNB online.

4.1.4 Testing of food

- a. The State must consider engaging CSIR Institutes / NABL accredited laboratories and FSSAI accredited laboratories for undertaking testing of samples of food for food safety and contamination (microbial and chemical).
- b. Food Inspector of concerned ULB will be mapped to welfare institutions to ensure timely testing of food.

4.1.5 Cleaning of cooking areas

The floors of the kitchen and the slabs should be cleaned every day before and after the food is cooked. Special attention should be paid to the

that surfaces in direct contact with food must be both clean and dry before use. Cracks, rough surfaces, open joints etc. must be repaired as soon as possible.

4.1.6 Cleaning of utensils, equipment's and other Materials

- a. Cleaning accessories such as clothes, mops and brushes carry a very high risk of cross contamination. They must therefore be thoroughly washed, cleaned and dried after use. Cleaning accessories used in the cooking area/packing area should not be used in other parts of the kitchen. Sun drying of the cleaning accessories in a clean and tidy place should be done.
- b. Tables, benches and boxes, cupboards, glass cases, etc. shall be clean and tidy. Cooking utensils and crockery should be clean and in good condition. These should not be broken/ chipped.
- c. Utensils should be cleaned of debris, rinsed, scrubbed with detergent and washed under running tap water after every operation. Wiping of utensils should be done with clean cloth. Clean clothes should be used for wiping hands and for clearing surfaces. Cloth used for floor cleaning should not be used for cleaning surfaces of tables and working areas and for wiping utensils. Dust or crumbs from plates or utensils should be removed into the dustbin by using cloth or wiper.
- d. Accessories and containers that come in contact with food and used for food handling, storage, preparation and serving should be made of corrosion free materials which do not impart any toxicity to the food material and should be easy to clean and /or disinfect.
- e. Equipment and utensils used in the preparation of food should be kept at all times in good order and repair and in a clean and sanitary condition. Such utensils or containers should not be used for any other purpose.
- f. Every utensil or container containing any food or ingredient of food should at all times be either provided with a properly fitted cover/lid or with a clean gauze net or other material of texture sufficiently fine to protect the food completely from dust, dirt and flies and other insects.
- g. Caretaker/HW/Warden/Mess committee member educate the students not to waste the food and proper Food waste/Kitchen waste management should ensure by Creating Bio Gas/Natural fertilizer pits at institute level

4.1.7 Personal hygiene, cleanliness and health check-ups of Cook cum Helpers

- a. Cooks and helpers should maintain a high degree of personal hygiene and cleanliness. The person suffering from infectious disease should not be permitted to work. Biannual health checks up should be undertaken to ensure fitness for the job of CCH. Cooks/helpers should report immediately to their supervisors, if they are suffering from any disease likely to be transmitted via food, e.g. diarrhoea or vomiting, infected wounds like, skin infections, jaundice or sores.

after touching, raw or contaminated food or using the toilet. All Cook cum helpers should avoid wearing loose items that might fall into food and also avoid touching or scratching their face, head or hair.

- c. It should be ensured that all CCHs are instructed and trained in food hygiene and food safety aspects along with personal hygiene requirements commensurate with their work activities, the nature of food, its handling, preparation, service and distribution. Training programmes should be regularly reviewed and updated wherever necessary.
- d. Nail polish or artificial nails should not be worn because they can become foreign bodies and may compromise on food safety. No watches, rings, jewellery and bangles should be worn during cooking, serving and distribution where there is a danger of contamination of product.
- e. Chewing, smoking, spitting and nose blowing should be prohibited within the premises especially while handling food.
- f. The CCHs should have adequate and suitable clean protective clothing, head covering hair should be tied up neatly and ensured that the CCHs at work wear only clean protective clothes and head covering essentially during food serving.
- g. The CCHs should wash their hands at least each time work is resumed and whenever contamination of their hands has occurred; e.g. after coughing / sneezing, visiting toilet, using telephone, smoking etc; avoid certain hand habits - e.g. scratching nose, running finger through hair, rubbing eyes, ears and mouth, scratching beard, scratching parts of bodies etc.- that are potentially hazardous when associated with handling food products, and might lead to food contamination through the transfer of bacteria from the employee to product during its preparation. When unavoidable, hands should be effectively washed before resuming work after such actions.

4.1.8 Pest Control

- a. Cleanliness is essential for effective control of all pests (mainly rodents, birds, and insects). Wire mesh screens, for example on open windows, doors and ventilators, will reduce the problem of pest entry.
- b. Generally no pesticides/insecticides should be encouraged or used in cooking areas. However, if unavoidable, care must be taken to protect people, food, equipment and utensils from contamination before these are applied. Pesticides should always be kept in its original containers, clearly marked and be stored in a locked storage separate from cooking ingredients storage areas. Records of pesticides / insecticides used along with dates and frequency should be maintained.
- c. Kitchen and the store area should be kept clean and tidy to prevent pest access and to eliminate potential breeding sites. Holes, drain covers and other places where pests are likely to gain access should be kept in sealed condition or fitted with mesh / grills / claddings or any other suitable means as required and animals, birds and pets

should be made to deal with incidents of accidental fire in the kitchen area of the school.

- e. Waste will be safely collected in the waste bins/dust bins and disposal of the same will be done immediately after every meal following all safety measures.

4.1.9 Food serving area

If the meals are served in a dining room, or school veranda/classroom or a hall in the schools, this should be spacious enough, well ventilated and with windows having wire mesh. The room should be cleaned every day before the school starts functioning.

4.1.10 Hand Washing Station

Students should be motivated to practice proper hand washing before and after having a meal. Hand washing stations shall be equipped with sufficient No. of water taps, running water and hand wash and shall also be clean after finishing of every meal.

4.1.11 Responsibility

The HWOs/ Caretakers/ HOI/ Mess committee members are responsible to implement all above mentioned guidelines on Food Safety at welfare institutions.

4.2 Water safety

It is the responsibility of the Public Health Engineering Department (PHED) and Rural Water Supply Department to ensure that the drinking water being supplied to the public meets including welfare institutions, shall follow the norms of relevant Indian Standards and is safe for drinking purposes.

Hence, the Water Supply Staff of all the PHED and Rural Water Supply Department are directed to Monitor and Assess the quality of Drinking Water supplied to the public by conducting/ performing periodical quality tests with suitable frequency to ensure the well-being of the public.

The monitoring of water quality involves laboratory testing of water samples collected from water sources, in the distribution system and at the end users.

Objective

To provide purified, safe and clean drinking water to students at welfare institutions by conducting regular tests and rectifying the same according to the results of the tests.

4.2.1 Testing Methodology

As per the existing procedure, PHED and Rural Water Supply Department conduct tests to check the quality of drinking water at 3 places.

the bacteriological parameters will be tested twice: Pre Monsoon and Post-Monsoon in a year at source. Hence comprehensive tests will be conducted once in every 3 months at all welfare institutions.

c. Tests at the field will be done regularly for residue fluorides.

c. Testing at source will be conducted every month at all institutions situated in Tribal Areas and also at bore well source without pipeline.

4.2.2 Implementation Strategy for Testing and Rectification Rural Area

4.2.3 Types of tests and Sample Collection Procedure

14 tests for General Physico& Chemical parameters

1. pH 2, Turbidity, 3. Colour. 4. Odour, 5. Total Dissolved Solids, 6.Total Alkalinity, 7. Total Hardness, 8. Chloride, 9. Sulphates, 10. Fluoride, 11. Nitrate, 12. Calcium, 13. Magnesium 14. Iron,

Tests for bacteriological parameters

1. Total Coliform bacteria
2. E.Coli

Sample Collection Procedure

Testing Physico – Chemical parameters

One litre of the sample water shall be collected in the virgin Plastic bottles (made of Poly Ethylene/ Poly Propylene) and shall be handed over to the nearest water testing within 48 hours.

Testing Bacteriological parameters

100 ml. of the water sample shall be collected in sterilized glass bottle (to be collected from the nearest water testing laboratory) and shall be handed over to the nearest water testing within 12 hours in an ice cool box.

4.2.4 Mapping of institutions with nearest testing lab

Mapping of testing laboratories will be done as per institutions locations and water sources to all welfare institutions to get the testing done timely and smoothly. The RWS Department will map the welfare institutions situated in the rural area to the nearest testing laboratory. The RWS Department has 112 labs across the state (*Annexure-4*).

In addition the above said 112 laboratories, four specialized water testing laboratories are established at 1) Eluru ,2) Palakollu in West Godavari District 3) Kakinada and 4) Rajamundry in East Godavari District, for testing toxic heavy metals and pesticide residues in drinking water sources.

All welfare institutions situated in rural areas shall also be mapped with the respective Village Health Clinic in which the Mid- Level Health Provider(

Types of testing

- i. Physical Test- 6No. of tests
- ii. Chemical- 12 No. of tests
- iii. Bacteriological- 1 No. of test
- iv. Heavy Metals-21 No. of tests
- v. Pesticides-14 No. of tests

Testing Mechanism

- a. All the Urban Local Bodies shall establish necessary in-house infrastructure (i.e. Laboratories, chemicals, Lab technicians etc.) for conducting the above water quality tests in the ULBs itself. Further, any up gradation and augmentation are required it shall be taken up immediately.
- b. The Samples shall be tested at Laboratories of Institute of Preventive Medicine (IPM), RWS & S Labs, APPCB Labs in periodic intervals.
- c. Further, tests related to Heavy Metals, Pesticides in addition to Physical and Chemical tests shall be tested every three months from NABL accredited laboratories duly collecting samples from the Raw Water Source, Treated Water at WTP, ELSRs, Distribution System and HSCs. The expenditure towards the same shall be met from Municipal General Funds.

Further, a nodal officer of rank not less than A.E./ A.E.E. shall be kept in-charge of collection & co-ordination of testing of water quality samples and maintenance of records duly utilizing the services of Ward Amenities Secretaries.

4.2.5 Mapping of institutions with nearest testing lab

The PHED will map the welfare institutions situated in the urban area to the nearest testing facility. The PHED Department has 117 ULBs, 536 urban health clinics and regional lab in every district. **(Annexure-IV(a))**

The District wise list has been enclosed with respect to Urban and Rural area. **(Annexure-IV(b))**

4.2.6 Testing and Rectification

HWOs/caretakers will collect the water at final outreach & at storage and submit the samples to the nearest Village Health Clinic/ULBs/ Urban Health Clinic/Regional Lab for testing. Based on the test results, the concerned Water Supply Department will provide necessary guidance and support for rectification.

Field testing kit is being effectively used at field level. This test helps to establish the presence of any parameter and the extent to which it is present in a particular water. Procurement of field testing kits shall be done for all welfare institutions. Also, training will be provided to make HWOs/Caretakers and concerned staff aware of its usage.

In addition to the above test, the fee for conducting test at storage point and at final outreach point with appropriate frequency as suggested by Water Supply Department, will be paid by the concerned Welfare Departments.

The RWS Department will provide materials like posters, booklets etc. In order to showcase in institute premises to make staff and students aware of water safety and benefits of clean water.

All the welfare Departments will provide a plan to conduct field exposure visits for Hostels in charge/ Residential School in charge and students to show them the nearest water treatment plants to create awareness.

The SCERT will include a topic on Drinking Water in Awareness Programme being conducted to students under personal hygiene and best health practices.

Precautionary Measures

Necessary precautions shall be taken to prevent the ingress/percolation of waste water, leach ate etc. in and around the Bore wells and maintain cleanliness within the vicinity of Bore Wells.

The premises of the Water Treatment Plant must be kept hygienic, duly removing jungle clearance, cobwebs.

The Water storage shall be maintained in good condition by providing access path necessary illumination etc.

Water Connections passing through Drains and Public Stand Points lower than the adjacent drains must be raised/ shall be below the bottom level of the drain and protected to prevent possible contamination.

All water tanks including RO plant/OHSR/Water sumps must be cleaned in regular intervals.

Records, Reports and Registers Maintenance

Records, Reports & Registers must be maintained to monitor the water quality and to record the maintenance conducted by HWOs/Caretakers/Health Supervisors.

4.3 Personal Health Hygiene

To aware and motivate students for practicing best personal health hygiene practices in daily life

4.3.1 Hand-washing for children

There should be a dedicated time within the daily time table that will allow enough time for all children, cooks and teachers in the school to wash their hands with soap/hand wash. The hand washing of the children should be supervised and monitored vigorously.

Encourage frequent and thorough washing (at least 20 seconds). Hand wash with soap before and after eating should be vigorously promoted. The welfare institute may define an area for hand washing where very simple, scalable and cost effective multiple hand washing facilities can be installed to be used by large groups of children at a time. Empty plastic bottles can be filled with liquid soap and diluted with water. 20-30 plastic bottles filled with diluted hand wash liquid can be used for approximately 200 children for hand washing.

facilities.

Ensure not to happen water logging in the campus. All premises/Institution campuses kept clean and tidy without water logging. Every Friday may be treated as Dry day and all the field workers ensure removal of water possible logging items ex: Water Bottles, Tubes, emptied Coconut shelves, other water logging containers to control mosquito, Flies.

Use oil balls, fagging with the Help of local panchayat Authorities/Medical Authorities to avoid mosquito improvement.

Garbage piled up in the institute must be evacuated out with the available/Local sanitation staff /Panchayat, Municipality sanitation staff in frequent intervals by Tricycle/Tractors available with local authorities.

4.3.2 Promotion of personal hygiene practices

Awareness camps regarding personal health hygiene (personal hygiene habits to practice in daily life, Menstrual hygiene etc) will be organized regularly to make students aware of personal health hygiene, related issues and solutions. The SCERT will provide materials like posters, booklets etc related to personal health hygiene, will be showcased at Institutions premises and will also be displayed during awareness camps. Also, short video and audio will be displayed to students regarding personal health hygiene.

Theme based competitions (hand washing, water safety, personal hygiene etc,) will be organized occasionally like International Hand washing day etc. in the institutions to motivate and to make people aware of personal health hygiene.

It is responsibility of HWOs/Caretakers/Health Supervisors to conduct an orientation session with students twice in a year(beginning of the academic session/ reopening of schools after holidays) to orient students about instructions and guidelines(Usage of washroom, drinking water station, dining hall, dormitory, playground etc) followed by them to make the institute clean and well maintained.

With the help of ICDS/Child Line/Health Dept. officials, HWOs/Caretakers/ Health Assistants should conduct awareness camps on Health issues, Good Touch Bad touch Child rights, Hygiene, Usage of Toilets Bathrooms to students

Introduction

It is not uncommon that in spite of taking several precautionary and safety measures in Hostels and Residential Schools, at times, though not often, certain untoward incidents do happen.

As the untoward incidents cannot be prevented from happening altogether in the given conditions of these Institutions, we need to have a well established mechanism or procedure to deal with such untoward incidents.

This SOP ensures implementation of a series of necessary measures immediately and logically so as to meet the exigency.

Objective

This SOP is meant to act as a guide or ready reckoner for instant action to take care of untoward incidents and to manage the crisis as effectively as possible with a view to bring the situation back to normalcy in the quickest possible time with least amount of loss, suffering, severity and impact.

5.1 Types of untoward incidents

- i. Snake Bite
- ii. Dog Bite
- iii. Scorpion Sting
- iv. Electric Shock
- v. Drowning
- vi. Fall from a higher place
- vii. Missing of boarder
- viii. Fracture
- ix. Road Accident
- x. Suicide and Attempt to Suicide
- xi. Health Hazard
- xii. Food Poison / Food Contamination
- xiii. Eve Teasing
- xiv. Unrest
- xv. Any other incident of untoward nature.

5.2 Flow of information about the incident

- i. It is most important that all the authorities concerned shall be kept informed of the occurrence of the untoward incident in the Institution immediately for initiation and carrying on of the remedial action.
- ii. Head of the Institution, if not present in the Institution at the time of occurrence of the untoward incident, shall be informed immediately and he / she shall be present in the Institution within 5 minutes.

The Head of the Institution shall inform the higher officials in the hierarchy of the Department within 10 Minutes.

5.2.1.1 Action by the district officer:

- a. The District Officer shall ensure that Divisional Officer concerned reaches the Institution within one to two hours and he / she shall also reach the Institution within two to three hours.
- b. The District Officer shall coordinate with the District Administration for immediate mitigation and resolution of the issue by pressing into service the authorities/personnel / services concerned to deal with the crisis situation.
- c. The District Officer shall deploy the personnel of the Department who are in the nearby Institutions, depending upon the gravity of the crisis situation.
- d. The District Officer in association with the District Administration shall investigate into the incident and find out the reasons and persons responsible for the incident in case if the incident is human-made.
- e. Within 24 hours from the occurrence of the incident, the District Officer shall submit a preliminary report to the HOD after conducting due inquiry with the concerned.

5.2.1.2 Action by the District Medical & Health officer :

- a. The DM & HO shall mobilize the men and materials under his / her control to deal with the crisis situation.
- b. The DM & HO shall instruct the lower level Medical Officers and Medical Staff to reach the Institution and attend to the crisis on a war footing basis. And, the required number of Ambulances may be pressed into service and placed at the Institution for transporting the affected to the Health Centers / Hospitals. Further, Medical Officers / Medical Staff of the Health Centers / Hospitals shall be alerted and instructed to keep the equipment ready for extending the treatment upon arrival of the affected.
- c. The DM & HO shall also reach the Institution within two or three hours for closely monitoring and guiding the remedial activity.

5.2.1.3 Action by the District Collector

- a. The District Collector shall gear up the District Administration suitably and ensure that that necessary remedial measures taken up immediately to deal with the situation and to resolve the issue.
- b. The District Collector shall immediately send one responsible senior officer to the Institution to work in coordination with the District Officer concerned.
- c. Apart from monitoring the ongoing remedial measures closely, the District Collector shall also reach the Institution within 6 hours and ensure that the initiated remedial action is carried on to its logical end in order to tide over the crisis situation successfully.

- the crisis.
- b. The HOD shall analyze the incident in terms of its magnitude, reasons for occurrence, measures taken so far and further steps proposed to be taken to control the incident or to ease crisis situation and inform the Government within three hours.
 - c. The HOD or any other senior officer deputed by the HOD shall rush to the Institution concerned and be present there within 48 hours from the time of occurrence of the incident.
 - d. Within 48 hours from the occurrence of the incident, the HOD shall submit a detailed report to the Government after conducting due inquiry with the concerned with the assistance of the District Officer concerned and the District Administration.

5.2.2 Administration of 'first aid' and others :

- a. Administration of First Aid shall be done to the affected.
- b. Keeping the essentials in the Hostels and Residential Educational Institutions to administer the First Aid.
- c. Imparting training to the Staff in the administration of First Aid.
- d. Creation of awareness among the boarders about various types of untoward incidents and development of item wise Amateur Resource Persons among them (Amateur Doctors) to provide the required assistance to the Staff to administer the First Aid.

5.2.2.1 Miscellaneous

- a. Depending upon the gravity of the situation or severity of the incident, the affected boarders shall be moved to the PHC / CHC / Area Hospital / District Headquarters Hospital. Preference be given to the Government Hospitals.
- b. In case, there is any concern or doubt that necessary medical equipment or specialists commensurate with the gravity of the situation are not available in the Government Hospitals, then dependence on Private Hospitals is necessary and required action be taken towards that end.
- c. Seizure of samples as per the need shall be done to facilitate scientific investigation & analysis to find out the cause of the incident.
- d. Any lapses noticed in the flow of these measures shall be viewed severely and stringent be initiated against the defaulting officials, irrespective of their level and designation.
- e. Necessary measures shall be initiated immediately to defuse the panic situation created in the Institution as a consequence of occurrence of the incident and bring back normalcy, comfort and environment. Psychological factors also need to be attended to with due care.
- f. In case of need, the assistance of local Police may be taken. If necessary, the Revenue Department assistance may also be taken as it would be of much help in coordinating the efforts of the personnel of different Departments.

5.3 Management Information System (MIS)

- a. Display of Charts indicating the mode of administering the First Aid, including DO's and DONT's. It shall be done for each of the untoward incidents.
- b. The details of Phone Numbers of PHC / CHC / Area Hospital / District Headquarters Hospital shall be displayed in the Institution for easy and immediate contact.
- c. The details of the Phone Numbers of some of the prominent Private Hospitals nearby may also be displayed for contact in case of unavoidable need for better medical care due to existence of better medical equipment and specialists.
- d. Similarly, the details of Phone Numbers of higher officials to be contacted shall be displayed in the Institutions (AWO, DWO, District Collector, HOD, and Secretary to the Department.) along with those of the relevant authorities like Tahsildar, MPDO, SHO, RDO, DSP etc.

1.1 Mess Committee

S.No	Designation	Position
1	Principal/ HWO	Member Convener
2	Care Taker/ Deputy Warden	Members
3	Staff Nurse (in case of residential schools)	
4	One other teaching Staff (in case of residential Schools)	
5	6 Student members from different classes	

1.2 Parents Committee (Hostel)

S.No	Designation	Position
1	ASWO/ABCWO/ATWO	Chairman
2	3 Educated Parents (2 Women and 1 Man)	Members
3	Head Master of any one of the school (where the concerned hostel students are studying)	
4	Sarpanch of the Grama Panchayat	
5	Local Health Assistant	
6	HWO	Member Convener

1.3 Hostel Development committee

S.No	Designation	Position
1	Hostel Welfare Officer	Member Convener
2	Assistant Social Welfare officer	Members
3	Assistant BC Welfare officer	
4	Assistant Tribal Welfare officer	
5	Engineering Assistant- GSVS	
6	3 members from parents- nearby	

1.4 Residential School Development Committee

S.No	Designation	Position
1	Principal/HM	Member Convener
2	Mandal Engineer	Members
3	MEO	
4	4 regular Staff members	
5	Cluster resource person	
6	GS VS-Engineering Assistant	
7	Three parents nominated by the Principal (non signing member)	
8	GS VS- Education Assistant (non cheque signing member)	
9	2 Alumni (non cheque signing member)	

1.5 House Keeping Committee (for Residential Schools)

S.No	Designation	Position
1	Principal	Member Convener
2	2 Senior most Teaching staff (one from Science group)	Member
3	One PET	
4	One Special Teacher	
5	Office Superintendent	

Inspection report formats of Level 1 Officers

Level-1 OFFICERS INSPECTION FORMAT (NON-ACADEMIC RELATED)			
Field Functionary	Welfare and Education Assistant		
Activity with Periodicity	Q. No.	Question	Response
Enrollment and Attendance	1	How many students are there in the Res. School/Hostel?	Enter Count
	2	How many children out of above are attending on the day	
Attendance-Weekly	3	Are there any long absentee children in the Hostel/Res. school?	Yes/No
		వసతిగృహంలో ఎక్కువకాలం హాజరుకాని పిల్లలు ఎవరైన ఉన్నారా?	If Yes, below details shall be captured: Student AADHA R , Mother's Name, Mother's AADHAR , Phone No. Reason & Periodicity with below drop down list Periodicity: >7Days/ >30Days)Reasons: Health Issues /Child Labour / Child Marriage /Working in Farm / Household Help /Financial problems/ House is far from School /Children with Special Needs (disabled) /Others
Attendance-Weekly	4	Have you visited the houses of children (Long absentee / Dropout) identified during the previous inspection and conducted a Motivation Awareness program?	Yes/No
		మనుషటి తనిఖీ సమయములో గుర్తించబడిన చాలకాలం గైర్హాజరు పిల్లల ఇళ్ళను సందర్శించి మోటివేషన్ కార్యక్రమాన్ని నిర్వహించారా ?	If Yes – Date of Visit & Photo
			If No–Remarks
	5	Whether the Menu Chart is displayed or not	Yes/No
		మెనూ చార్టు ప్రదర్శించబడిందా లేదా?	Upload photo
		Is the menu being followed as per quantity?	Yes/No
		మెనూ ప్రకారం భోజనం అందిస్తున్నారా?	Upload photo
		How is the Quality of ingredients?	

Implementation of Menu - Weekly		as per the menu on that Day or not?	Yes/No
	8	హాస్టల్‌నందరించిన రోజున, మెనూలో ఆరోజున పొందుపరచినవిదముగా ఆహారపదార్థములువద్దినని నరలేదా?	If Yes, Day has to be auto populated based on the date of Visit and accordingly, details of items to be served on that day with quantities has also to be appeared Against those items, Yes/No shall be appeared
	9	How is the Taste of Food? పుడ్డేస్టేఎలాఉంది?	Good/Average/Bad
	10	Whether the place of cooking is clean or Not? వంటచేసే స్థలం సుబ్రముగాఉందా?	Yes/No Upload photo
	11	Whether the Precautionary measures taken to void food contamination on storage of provisions & perishable items? నిత్యావసరవస్తువులు& పాడైపోయేవస్తువుల నిల్వలపై ఆహారం కలుపితం కాకుండా ముందస్తు జగ్రత్తలు తీసుకున్నారా?	Yes/No
Student Entitlements-	12	Whether all the Hostel/School students are supplied with JVK Kits?	Yes/No
Yearly (as PerScale)	13	హాస్టల్లో రద్దలందరికీ JVK కిట్లు సరఫరాచేయబడిందా?	If No, Number Required & the following details shall be captured
			Student AADHAR, Student Name & Class
	14	How many students are Fully utilizing JVK kits during the visit ? సందర్శనసమయములో ఎంతమంది విద్యార్థులు JVK కిట్లను పూర్తిగా ఉపయోగిస్తున్నారు?	Count of Students
	15	Whether the Text Books were provided to all students? విద్యార్థులందరికీ పాఠ్యపుస్తకములు అందచేయబడినవా?	Yes/No If No, Count of Students
	16	Whether the Work Books were provided to all students? విద్యార్థులందరికీ వర్క్ బుక్స్ అందచేయబడినవా?	Yes/No If No, Count of Students
	17	Whether the Trunk Boxes were provided to all students?	Yes/No

	19	provided to All students?	Yes/No
		విద్యార్థులందరికీ స్టైన్లెస్ స్టీల్ గ్లాస్ అందచేయబడినదా?	If No, Count of Students
	20	Whether the Stainless Steel Glasses provided to all students?	Yes/No
		విద్యార్థులందరికీ స్టైన్లెస్ స్టీల్ గ్లాస్ అందచేయబడినదా?	If No, Count of Students
	21	Whether the Stainless Steel Bowls provided to all students?	Yes/No
		విద్యార్థులందరికీ స్టైన్లెస్ స్టీల్ బౌల్ అందచేయబడినదా?	If No, Count of Students
	22	Whether the Bedding Material (Bed Sheet+ Carpet) provided to all students?	Yes/No
		విద్యార్థులందరికీ బెడ్ షీట్ + కార్పెట్ (దుప్పటి మరియు కార్పెట్) అందచేయబడినదా?	If No, Count of Students
	23	శానిటరీ న్యాప్కిన్లు సరఫరా చేస్తున్నారా?	
	24	Whether the one pair of uniform cloth provided to all students, in Addition to JVKK it?	Yes/No
		విద్యార్థులందరికీ ఒక జత యూనిఫాం క్లత్ జవక్క అందచేయబడినదా?	If No, Count of Students
	25	Whether the sanitary napkins are supplied?	Yes/No
		శానిటరీ న్యాప్కిన్లు సరఫరా చేస్తున్నారా?	If No, Specify the reasons
			(This question shall be appeared every week)
	26	Whether the Parents Meeting conducted in the Hostel /school or Not?	Yes/No
Parents Meeting - Monthly		హాస్టల్లో పేరెంట్స్ మీటింగ్ నిర్వహించారా లేదా?	If Yes ,No. of Parents Attended
	27	Whether any suggestive measures provided during the Parents Meeting ?	Yes/No
Students Fed back- Weekly		పేరెంట్స్ మీటింగ్ ముందులో అందించబడిన సూచనాత్మక చర్యలు	If Yes, Specify the Details
	28	Hostel Maintenance	Good/Average/Poor
		Menu Implementation	Good/Average/Poor
		Hygienic Condition	Good/Average/Poor
Academic		Quality of the Food	Good/Average/Poor
	29	Whether there is academic environment in the hostel/Res.school?	
		Whether sayings ,charts and maps are being displayed?	

Engineering Assistant			
Infrastructure-Monthly	1	Maintenance of Infrastructure in Hostel /Res.school:	Good/Poor
		క్రిందపేర్కొన్న అంశాలు అందుబాటులో ఉంది మరియు సరిగ్గా మెయింటెన్స్ చేయబడుతున్నాయో లేదో తెలియచేయండి	Yes/No
	2	Toilet with running water	If Yes-Photo
		Drinking water availability	If No-Photo & Remarks(Request has to sent to
			If Yes, Source
			If No, Reasons with Requirement
			Request has to sent to EA/WAMS
		Major and minor repair works	If Yes, Photo & Specify Details and request has to sent to EA/WAMS
			If No, Photo
		Electrification with fans and tube lights	If Yes, Photo
			If No, Requirement of Fans & Tube lights and request has to sent to EA /WAMS
		Painting of Hostels/ Res. school	Required/Not
			If Required ,request has to sent to EA/ WAMS
		Compound Walls	Yes/No
			If No,required/ Not
			If Required ,request has to sent to EA/WAMS
Infrastructure -Monthly	3	Whether work force and sanitation material under SMF and TMF provided or not by the School Authorities?	Yes/No,
		SMF and TMF క్రిందపేర్కొన్న రియూశానిటేషన్ సమగ్రత మరియు పాఠశాల యాజమాన్యం అందించినదా లేదా?	If No, Remarks
	4	Whether the Drinking Water is sufficient or not and Specify the Source?	Yes/No
		త్రాగునీరు సరిపోతుందా లేదా మరియు త్రాగునీరు ఆధారిత వనరు పేర్కొనండి?	Enable dropdown with the following for Source:
			Bore Well /Grama Panchay at Tap /Municipal Tap/Water Supply Pipelines/RO Water Supply
			If No, specify requirement

		త్రాగునీటి వ్యవస్థ	
		నిర్వహణనాణ్యత	
	6	Electrification properly Maintained or Not	Yes/No
		ఈ క్రింది వాటి విద్యుద్దీకరణ సరిగ్గా నిర్వహించబడుతుందా లేదా?	If No, Specify No, required
		Switch Board	
		Fans	
		Tube lights	
		Wiring	
	7	Maintenance of Civil Works	Specify the Condition & Requirement (Capture Photos for estimate Requirement if any)
		Doors	Good/Average/Poor
		Windows	Good/Average/Poor
		Flooring	Good/Average/Poor
		Roof Leakages	Good/Average/Poor
		Mosquito proofing	Good/Average/Poor
		Toilets	Good/Average/Poor
		Bath Rooms	Good/Average/Poor
		Running Water Supply to	Good/Average/Poor
		Wash rooms	Good/Average/Poor
		Drainage Outlet	Yes/No, IfYes Requirement
		Replacement of Water Tap	
	8	Availability of Compound Wall?	Yes/No
		ప్రహరీగోడ ఉన్నదా లేదా?	If No, Specify the requirement(Increase Height/Fencing)
NADU NEDU(NN-II)WORKS	9	Whether the works Under Nadu Nedu-II Sanctioned or Not?	Yes/No
		నాడునేడు- II కింద పనులు మంజూరుఅయ్యాయా లేదా?	If No, specify reasons
		If Yes, Display the below component of works shall be Populated	Started/Not Started
		1.ToiletswithRunning water	If Started, specify the status as "Work in Progress/Completed"
		2.Electrification-Fans ,Tube Lights/LED	If Not Started, specify Remarks
		3. Drinking water supply	
		4.Furniture for students and staff	
		5.Painting	

			8.Compoundwalls	
			9.Mosquito proofing	
			10.Projector based system(recreational purpose)	
			11.Sports Equipment and Library Books	
			12.Drainageoutlets	
			13.Greenery and Beautification of Hostel	
Mahila Police				
Girl Safety-Weekly	1	Whether the Toll Free Nos. displayed in the Hostel /Res.school?	Yes/No	
		హాస్టల్లో టోల్ఫ్రీ నంబర్లు ప్రదర్శించబడ్డాయా లేదా?	Yes/No	
		Police-100	Yes/No	
		HealthService-104	Yes/No	
		EMRI/Ambulance-108/102	Yes/No	
		DishaHelpline-181/112		
		ChildLine-1098		
	2	Whether the barbed fencing is existing on the compound wall?	Yes/No/No Compound Wall	
		కాంపౌండ్ వాల్ పై ముళ్ళపెన్సింగ్ ఉందా లేదా?	If No, Required/Not	
			If Required No Compound Wall, request has to sent to EA/WAMS	
	3	Whether the complaint box available in the Hostel/Res.school or Not?	Yes/No	
		హాస్టల్లో పిర్యాదు పెట్టే అందుబాటులో ఉందా లేదా?	If Yes, Photo	
	4	Whether the Mahila Police visited the Hostel /Res.school in Current month or Not?	Yes/No	
		మహిళా పోలీసులు హాస్టల్ను సందర్శించారా లేదా?	If Yes, Date	
		If No, Request has to sent to Mahila Police		
5	Complaint received if any were redressed by the Mahila Police or not?	Yes/No/No Complaints received		
	పిర్యాదులు అందితే మహిళా పోలీసులు పరిష్కరించారా లేదా?	If No, Request has to sent to Mahila Police		

	tc., Conducted or not	
6	మహిళా పోలీసుహాస్టల్స్ దర్శనం మయములో బాలల పై అఘాయిత్యాలు, సామజిక దురాచారాలు, దేశయాప్తదితరవాటిపై అవగాహనకల్పించారా?	If No, Raise request to Mahila Police
		If Yes, ask the Students on which activity, the awareness was conducted And Specify it.
7	Whether the awareness conducted on the following: ఈ క్రింది వాటిపై అవగాహనకల్పించారా? Disha App Child Marriage Prevention Activities Child trafficking and abuse Toll Free Numbers	Yes/No Yes/No Yes/No Yes/No
8	Whether any complaints received from the Hostel / Res.school students హాస్టల్లో వర్తించి ఉన్న విద్యార్థుల నుండి ఫిర్యాదులు అందుతున్నాయి?	Yes/No If Yes, specify the complaints and redressal
9	Whether Police beat is Happening on regular basis	Yes/No

ANM

Hostel Boarder Health- Fortnightly	1	Whether any Unhygienic Conditions Noticed in the hostel or not?	Yes/No
	2	హాస్టల్లో ఏవైనా అపరిశుభ్రపరిస్థితులు గమనించారా?	If yes, Upload Photo and Specify details
	3	Whether the Hostel Boarders Suffering from the following? హాస్టల్లో వర్తించి ఉన్న కింది వాటితో బాధపడుతున్నారా? Fever Skin Disease Visible Signs of Anemia	Specify if any, other than the below three Yes/No, If Yes, Count and Action Taken Yes/No, If Yes, Count and Action Taken Yes/No, If Yes, Count and Action Taken
	4	Specify the Action taken on, Sick boarders identified by WEA/WEADPS	Yes/No,

		5	Whether the details like height, weight, Growth appropriate to age etc,. are being recorded Periodically in The health card	Yes/No,
			ఎత్తు, బరువు, వయసుకుతగినవి దుగుదలవంటివివారాలుఎప్పటిక ప్పుడుహెల్తార్డులో'నమోదుచేయ బడుతున్నాయా	If No, Remarks
		6	Whether any hostel Boarders are suffering From serious illness and referred to medical officer?	Yes/No,
			హాస్టల్లోర్డర్లు ఎవరైనా తీవ్రఅనారోగ్యము తోబాధపడుతున్నారా?	If Yes ,Specify the Details(Student ID & Illness)and request has to sent Medical Officer
		7	Whether the First Aid Kitis being maintained with required medicine?	Yes/No,
			ప్రథమచికిత్సకీట్స్రైనమందులతో నిర్వ హించబడుతుందా?	If No, Remarks
Health & Hygiene – Weekly		8	Whether the incinerator for disposing sanitary napkins is available?	Yes/NO
			శానిటరీన్యూప్రిస్థను పారవేయడానికి ఇన్సినరేటర్ అందుబాటులో ఉందా?	If Yes, Photo
		9	ANM హాస్టల్ను సందర్శించారా లేదా?	
		10	Whether the Doctor/ANM is visiting the Hostel/Res. school Or Not?	Yes/No
			ANM హాస్టల్ను సందర్శించారా లేదా?	If Yes, Date
				If No, request has to sent to ANM
		11	Whether any Sick Boarders identified during the Visit?	Yes/No
			సందర్శన సమయములోఎవరైనా అనారో గ్యముతో ఉన్న బోర్డర్లను గుర్తించారా ?	If Yes, request has to sent to ANM
				Below details shall be captured:
				Student ID/Reason for sickness
		12	Whether the Health Card is Maintained for all the Hostel /Res.school Boarders or not ?	Yes/No
			హాస్టల్లోర్డర్లందరికీహెల్తార్డు నిర్వ హించబడుతుందా లేదా?	If No, Number of Boarders to be maintained

	13	నిర్వహణ	
		Toilets & Bath Rooms	Good/Bad
		Kitchens	Good/Bad
		Dining Hall	Good/Bad
		Living Rooms	Good/Bad
		Premises	
		Store Room	
	14	Whether the students	wear neat & washed
		clothing/uniform	Yes/No
		Whether the student's	combed hair properly Yes/No
Plantation and Kitchen Garden	15	Whether the open space in the hostel /Res.sch ool has been made use of to cultivate plants	Yes or No
	16	Whether Kitchen Garden is beingcultivated	If Yes Photos may be uploaded.
		Whether proper	
		arrangements are in	
		place for draining the	
		waste water?	
		Whether a compost pit is in p lace to deposit the waste.?	

LEVEL-2&3 OFFICERS INSPECTION FORMAT (NON-ACADEMIC RELATED SOPS)						
1	Name of the Institution					
2	Name & Designation of Inspecting Officer (mention the Names of the Principal/HWO and Vice Principal & Caretaker of the Institution)					
3	Date of Visit & time					
4	i) Whether the Principal, Caretaker, Health supervisor, PET & PD is staying in the Campus ? ii) if not his / her residence is within the reach of students and Staff or not (Mention Address& distance)					
5	i) Whether quarters for staff are available are Not? ii) Details of staff who are not residing in the quarters (Details with remarks)	Particulars	No of Quarters Available	Allotted	No of Staff residing	
		Teaching	--	--	--	
		Non Teaching	--	--	--	
6	Total Strength / Present / left with leave / without leave of a) students b) Staff (Please mention attendance captured via Biometric/FRS)	Details	Total Strength	Present	left with leave	left without leave
		Students				
		Teaching				
		Non teaching				
7	Whether movements registers for students, staff, & principal is Maintained	Details	Availability of Movement Registers			
		Students				
		Staff				
		principal				
8	i) Is the Menu displayed ? ii) Is it implemented properly or not ? iii) Whether Quality and Quantity is maintained? iv) To verify the Taste of the cooked food items					
9	i) The Mess Committee is actively functioning ? No. Of Mess Committee meetings conducted ? (whether Biometric attendance is taken and the minutes are recorded)					
10	Verification of Photographs during visit of the Health Supervisor to the dining hall, Kitchen (To verify the photograph of the staff dining with the students in JNB Nivas)					
11	Verification of Stock. Tally Stocks as per digital accounts and as per Physical balance for all important commodities. (No of commodities out of total commodities approved with FASSI & ISI Mark) (To verify the biometric registration of vendors, caretakers & cooks while receiving & delivering the commodities as enabled in JNB)	Item	As per Register	Physical	Remarks	
		1.Rice				
		2.Dal				
		3.Tamarind				
		4.Chilli Powder				
		5.Oil				
		6.G.N.Seeds				
		7.Ravva				
		8.Gas				

12	iv) Timings of Health Supervisor and stay in Campus v) Whether the Health status of the Cooks & Helpers is verified by the Health Supervisor vi) Whether mapped Doctors visited as per the schedule						
13	i) Whether proper water facility and illumination is maintained to the extent of need in the School. ii) Mention the status of all water supply schemes and whether they are working iii) Working Conditions of RO Plant & Over Head Tanks iv) Verification of status of Water Quality a. 14 tests for General Physico & Chemical parameters b. Tests for bacteriological parameters						
14	Note on General cleanliness and sanitation of the Institution (Dormitories, Class rooms, Kitchen & Dining Hall, Corridors, Toilet Block, playground & maintenance of Septic tanks) (To verify the Photographs in JNB Nivas)						
15	Status of distribution of JVK & other amenities to Students	Dresses (4 Pairs)	Bedding (Carpet + Blanket)	Note books	Belt, Tie, Shoes, Socks	Trunk box, Plate, Glass, Katora	Text books
16	1. Whether Cosmetic Charges distributed monthly regularly? 2. Whether hair cutting charges being incurred regularly?						
17	Any absconding cases or long absence of students prevalent in the school and the lapses noticed on the part of individuals may be noticed						
18	Working condition of Fans, Lights, windows, Doors, Meshes.						
19	Requirements of Urgent repairs and civil works. (Categorize on priority)						
20	Display of Toll-free Numbers & Sensitization material 100, 104, 102, 1098, 181, 112						
Signature of the Principal/HWO			Signature of the Inspecting officer				

SLA parameters for supervisory officers in welfare institutions

SLA PARAMETERS FOR SUPERVISORY OFFICERS IN WELFARE INSTITUTIONS (in Days)					
S.NO	Parameters	SLA for Level-1	SLA for Level-2	SLA for Level-3	Total Days
1	Enrolment	7	4	3	14
2	Attendance	3	3	3	9
3	Implementation of Menu	2	2	2	6
4	Student Entitlements	7	4	3	14
5	Parents Meeting	3	3	3	9
6	Students Feedback	3	3	3	9
7	Infrastructure (Minor)	3	3	3	9
8	Infrastructure (Major)	7	4	3	14
9	Nadu Nedu (NN-II) Works	7	4	3	14
10	Girl Safety	2	2	2	6
11	Hostel Boarder Health	2	2	2	6
12	Health & Hygiene	2	2	2	6
13	Plantation and Kitchen Garden	2	2	2	6
14	Academic environment and Information display.	3	3	3	9
Level-1 Officers		Assistant Welfare Officer/ Principal			
Level-2 Officers		District Officer of Concerned Department			
Level-3 Officers		District Collector/ Head of the Department			

Checklists for safety of students:

S.No	Description	Yes/No	Remarks
1	Is the school located in an old or dilapidated building		
2	Are there any cracks in the building of the school and steps are being taken to improve them?		
3	Whether the wall / roof plaster in the building is broken?		
4	Is the school building and premises free from flammable and poisonous substances?		
5	Are there ramp to enter in school, classrooms, toilet, playgrounds, libraries and canteens for physically handicapped children?		
6	Are the electrical fitting in the classrooms and corridor are safe and secure?		
7	Are the corridors, staircases, classroom doors and emergency exits are free from obstacle?		
8	Is the first aid kit available in the school?		
9	Is there an adequate firefighting system in place for the emergency?		
10	Is there a trained disaster management team available in the school to deal with the hazard?		
11	Whether the water filter/ ROs in the school are working properly?		
12	Is the source of water in the school well protected?		
13	Is drinking water tested by local authorities from time to time?		
14	Does the school always ensure safe drinking water?		
15	Toilets are regularly kept clean and hygienic and especially for the girls, there is a system for disposal of sanitary pads and other wastes		
16	Is the kitchen kept clean, hygienic and free from pests and rodents?		
17	Are children regularly made aware of good and bad touch?		
18	Whether the anti-bullying committees has been constituted in the school?		
19	Is there any shop selling harmful substances such as tobacco, alcohol and drugs?		
20	Is there a POCSO box available in school?		
21	Are the mock drill conducted in school?		

DOs and DON'Ts for child safety:

Dos	DON'Ts
<ul style="list-style-type: none">◦ Monitor discipline and wellbeing of children and staff◦ Take prompt action to meet emergencies◦ Conduct regular Home Management Committee meetings◦ Surprise visits to the Homes during night as friendly as possible.◦ Person In-charge or Senior staff shall stay within the Campus◦ CCTV surveillance with back up facility◦ Formation of children committees, sensitization on Safe & Unsafe touch and its operation.◦ Maintenance of Child movement, Visitors and Menstrual Hygiene registers.◦ Display of Child Helpline numbers◦ Police Patrol visits during nights◦ Arrange First Aid kit◦ Set up Complaint box and its operation.	<ul style="list-style-type: none">• Should not allow visitors, who behave in a non-dignified manner with children.• Staff should not allow medication for a mental health problem without psychological evaluation or diagnosis by a trained mental health professional.• Should not disclose identity of the victim child to media or any other person without prior permission from the competent authority.• Children should not be allowed to travel alone without proper escort (preferably mother/father) to the school or Home.• Children should not be accessed to intoxicating liquor or narcotic drug or tobacco products.• The Home management shall not admit/receive any orphan child and abandoned child without CWC orders.

Steps to prepare school safety and security plan:

Step – 1	Information about school and situation analysis
Step – 2	Assessment of disaster, risk and vulnerabilities <ol style="list-style-type: none">1. Hazard analysis2. Vulnerability analysis
Step – 3	Plan for preparedness measures <ol style="list-style-type: none">1. Formulation of School Safety and security committee2. Formulation of Child Protection Committee3. Constitution of school disaster management teams and their capacity building4. Identification of resources available inside school5. Identification of resources available outside school6. Preparation of evacuation map7. Annual calendar of capacity building activities to reduce disaster risk in school8. Mock drill calendar
Step – 4	Plan for Emergency / Disaster Responses <ol style="list-style-type: none">1. Alternative arrangement for continuation of school education2. Provision for Physically challenged (divyang) children
Step – 5	Prepare mitigation plan <ol style="list-style-type: none">1. Non-structural mitigation measures2. Safety audit

Month	Activity
June	Food poisoning
July	Usage of first aid kit
August	Snake bite and scorpion sting
September	Dengue and malaria fevers
October	Child rights and POCSO act
November	Consequences of child marriages
December	Air and water pollution
January	Road safety
February	Fire safety
March	Heat waves

Note: Awareness generation among children and staff in Residential School on above aspects.

TIME TABLE***Uniform daily schedule across the residential institutions***

Activity	Time	Time allotted (in Min.)
Wake up	5:00 AM	
Warm-Up + Roll Call	5:15 - 5:30	15
Yoga	5:30 - 6:00	30
Milk Time	6:00 - 6:20	20
Free time	6:20 - 7:00	40
Breakfast	7:00 - 7:45	45
Assembly	7:45 - 8:00	15
Period 1	8:00 - 8:40	40
Period 2	8:40 - 9:20	40
Recess	9:20 - 9:30	10
Period 3	9:30 - 10:10	40
Period 4	10:10 - 10:50	40
Recess	10:50 - 11:00	10
Period 5	11:00 - 11:40	40
Period 6	11:40 - 12:20	40
Period 7	12:20 - 1:00	40
Lunch	1:00 - 2:00	60
Period 8	2:00 - 2:40	40
House Teacher Interaction	2:40 - 3:00	20
Remedial	3:00 - 4:00	60
Snacks + Games	4:00 - 5:00	60
Free Time	5:00 - 6:00	60
Dinner	6:00 - 7:00	60
Night Study	7:00 - 9:00	120
All India Radio News	9:00-9:15 PM	15

Uniform daily schedule across the hostels

Time	Activity
5:00 AM	Wake-up
5:00 AM to 6:00 AM	Personal time
6:00 AM to 6:30 AM	Assembly, Prayer, warm-up physical exercises for 20 minutes or Yoga under the supervision of HWO, Milk / Raagi Jaava
6:30 AM to 7:30 AM	Supervisory Study Hours
7:30 AM to 8:00 AM	Breakfast
8:00 AM to 8:45 AM	Special/ remedial classes
9:00 AM to 5:00 PM	School Hours
5:00 PM to 6:00 PM	Snacks & Games
6:00 PM to 6:30 PM	Personal time
6:30 PM to 7:30 PM	Dinner
7:30 PM to 9:30 PM	Special/ remedial classes
9:30 PM to 10:00 PM	Personal time
10:00 PM	Sleep

S.No	District	Location of the Laboratory	Status of the Laboratory
1	Krishna	O/o the Engineer - in chief ,RWS&S Dept., Vijayawada.	State Level Water Testing Laboratory
2	Srikakulam	Srikakulam	District
3		Palakonda	Sub-Divisional
4		Rajam	Sub-Divisional
5		Etcherla	Sub-Divisional
6		Palasa	Sub- Divisional
7		Tekkali	Sub-Divisional
8		Pathapatnam	Sub-Divisional
9		Uddanam	Sub- Divisional
10	Vizianagaram	Vizianagaram	District
11		Bhogapuram	Sub-Divisional
12		L.Kota	Sub-Divisional
13		Cheepurupally	Sub-Divisional
14		Parvathipuram	Sub- Divisional
15		Bobbili	Sub-Divisional
16		Saluru	Sub-Divisional
17		Kurupam	Sub-Divisional
18	Visakhapatnam	Visakhapatnam	District
19		Nakkapally	Sub-Divisional
20		Sabbavaram	Sub-Divisional
21		Narsipatnam	Sub-Divisional
22		Paderu	Sub- Divisional
23		Chodavaram	Sub-Divisional
24		Ananthagiri	Sub-Divisional
25		Yelamanchili	Sub-Divisional
26		K.Kotapadu	Sub-Divisional
27		Chintapalli	Sub-Divisional
28	East Godavari	Kakinada	District
29		Prathipadu	Sub-Divisional
30		Amalapuram	Sub-Divisional
31		Rajamahendravaram	Sub- Divisional
32		Rampachodavaram	Sub-Divisional
33		Addateegala Attached To Rampachodavaram Sub-Division	Sub-Divisional
34		Ramachandrapuram	Sub-Divisional
35		Kunavaram	Sub-Divisional

38	West Godavari		Sub-Divisional
39		Kovuru	Sub- Divisional
40		Tanuku	Sub-Divisional
41		Palakollu	Sub-Divisional
42	Krishna	Vijayawada	District
43		Gannavaram	Sub-Divisional
44		Nandigama	Sub-Divisional
45		Nuzevedhu	Sub-Divisional
46		Gudiwada	Sub- Divisional
47		Machilipatnam	Sub-Divisional
48	Guntur	Guntur	District
49		Repalle	Sub-Divisional
50		Sattenapalli - Ii	Sub-Divisional
51		Tenali	Sub- Divisional
52		Bapatla	Sub-Divisional
53		Narasaraopeta	Sub- Divisional
54		Vinukonda	Sub-Divisional
55		Pidguralla	Sub-Divisional
56		Macharla	Sub-Divisional
57	Prakasam	Ongole	District
58		Marturu	Sub-Divisional
59		Parchur	Sub-Divisional
60		Kandukur	Sub-Divisional
61		Singaraikonda	Sub-Divisional
62		Darsi	Sub- Divisional
63		Kanigiri	Sub-Divisional
64		Markapur Attached To Rws Subdivision , Podili.	Sub-Divisional
65		Y.Palem	Sub-Divisional
66		Pamuru Attached To Kanigiri Sub- Division	Sub-Divisional
67		Giddaluru	Sub-Divisional
68	Nellore	Nellore	District
69		Kavali	Sub-Divisional
70		Podlakur	Sub-Divisional
71		Atmakur	Sub-Divisional
72		Vinjamur	Sub-Divisional
73		Gudur	Sub- Divisional
74		Venkatagiri	Sub-Divisional
75		Naidupeta	Sub-Divisional
76		Rapur	Sub-Divisional

			Sub-Divisional
80	Chittoor	Palamaner	Sub-Divisional
81		Tirupathi	Sub- Divisional
82		Satyaveedu	Sub-Divisional
83		Nagari	Sub-Divisional
84		Srikalahasthi	Sub-Divisional
85		Madanapalli	Sub- Divisional
86		Punganur	Sub-Divisional
87		Piler	Sub-Divisional
88	Kadapa	Kadapa	District
89		Rayachoti	Sub-Divisional
90		Mydukur	Sub-Divisional
91		Kamalapuram	Sub-Divisional
92		Pulivendula	Sub- Divisional
93		Jammalamadugu	Sub-Divisional
94		Rajampeta	Sub- Divisional
95		Rly. Koduru	Sub-Divisional
96		Badvel	Sub-Divisional
97	Anantapur	Anantapur	District
98		Tadipatri	Sub-Divisional
99		Kalyandurg	Sub- Divisional
100		Rayadurg	Sub-Divisional
101		Penugonda	Sub- Divisional
102		Hindupur	Sub-Divisional
103		Madakasira	Sub-Divisional
104		Kadiri	Sub-Divisional
105		Bukkapatnam	Sub-Divisional
106	Kurnool	Kurnool	District
107		Atmakur	Sub-Divisional
108		Dhone	Sub-Divisional
109		Nandyal	Sub- Divisional
110		Banganapalli	Sub-Divisional
111		Adhoni	Sub- Divisional
112		Alur	Sub-Divisional

Details of District Wise ULB's and Urban Health Clinics

S.No.	District	No. of ULBs	No. of Urban Health Clinic
1	Srikakulam	6	14
2	Vizianagaram	5	18
3	Visakhapatnam	3	78
4	East Godavari	10	40
5	West Godavari	10	33
6	Krishna	10	59
7	Guntur	14	76
8	Prakasam	9	24
9	Nellore	8	35
10	Chittoor	9	36
11	Anantapur	13	44
12	Kurnool	10	44
13	YSR Kadapa	10	35
	Total	117	536